



Natural Resources Conservation Service
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June 30, 2008

WEST VIRGINIA BULLETIN NO: WV 360-8-13

SUBJECT: PER-Update Contact Information in EmpowHR.

Purpose: To remind employees of the option to populating EmpowHR with emergency contact information

Expiration Date: September 30, 2009

The Agency's personnel records management system, EmpowHR, has the ability to store personal contact information that remains available for use in emergency situations.

Although employees are not required to populate EmpowHR with such emergency contact information, all employees are **strongly** encouraged to input and maintain records in the event of an emergency. The EmpowHR system is a secure web-based application, and records that are stored in the system are only accessible to supervisors and select human resources specialists. Information that is stored in EmpowHR is strictly prohibited from being shared or released unless for official business reasons.

Employees who wish to populate EmpowHR with emergency contact information may input data using the attached Power Point instructions.

If you have any questions, please contact Louis Aspey, ASTC-O at (304) 284-7544.

/s/

KEVIN WICKEY
State Conservationist

[Attachment](#)

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